



CAWP SAFETY BULLETIN

Issue #1-22 | January 10, 2022

OSHA has three methods of injury and illness recordkeeping and reporting – the posting of the OSHA 300A Form, electronic reporting, and severe injury reporting.

General Recordkeeping Requirements

Contractors with more than 10 employees are required to keep a record of serious work-related injuries and illnesses. Minor injuries requiring first aid only do not need to be recorded. For information on how OSHA defines recordable injuries/illnesses and first aid, visit: www.osha.gov/recordkeeping

This information helps employers, workers and OSHA evaluate the safety of a workplace, understand industry hazards, and implement worker protections to reduce and eliminate hazards –preventing future workplace injuries and illnesses.

OSHA 300A Form Posting

- Contractors are required to post their year 2021 OSHA 300A Form (Summary of Work-Related Injuries and Illnesses) by **February 1** and **keep it posted until April 30, 2022**.
- The OSHA 300 (Log), OSHA 300A (Summary), and Worksheets can be downloaded at [osha.gov/recordkeeping/forms](https://www.osha.gov/recordkeeping/forms)
- The records must be maintained for at least five years.

OSHA 300A Electronic Reporting

- Contractors are required to electronically submit information from their 2021 OSHA Form 300A by **March 2, 2022**.
- The rule applies to contractors who employ 20 or more employees.

- OSHA offers three options for data submission: users can manually enter data into a web form (easiest), upload a CSV file, or users of automated recordkeeping systems can transmit data electronically.
- For instructions, visit <https://www.osha.gov/injuryreporting/index.html>
- To launch the program and submit your company's 2021 300A information visit: <https://www.osha.gov/injuryreporting/ita/>

Severe Injury Reporting

- Employers must report any worker fatality within 8 hours and any amputation, loss of an eye, or hospitalization of a worker within 24 hours.
- Contractors can call the [nearest OSHA office](#) (Pittsburgh # is (412-395-4903) & (Erie is (814-874-5150), the 24-hour hotline at 1-800-321-6742 (OSHA), or [report online](#) .

This Safety Bulletin may be downloaded at www.cawp.org under [Services/Safety](#). If you have questions, contact Jason Koss at the Association office at (412) 343-8000 or jasonk@cawp.org.

UPCOMING EVENTS

January 14, 2022

[CAWP/H2AP Annual Membership Reception & Monte Carlo](#)

February 23-27, 2022

[CAWP Annual Meeting- Atlantis Paradise Island Bahamas](#)

[FULL CALENDAR](#)

RECENT BULLETINS

December 8

Labor Bulletin 18-21 Holidays - Christmas Day & New Year's Day ([Member Account Needed](#)).

December 7

[EEO Bulletin #3-21](#)
[Carpenters, Cement Masons, Laborers & Operators - 2022 Apprenticeship Notices](#)

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